



Khandesh College Education Society's
Moolji Jaitha College, Jalgaon

NAAC Reaccredited "A" Grade (CGPA 3.63)

UGC Honoured "College of Excellence"

ISO 9001:2008 Certified

Department of Biotechnology, Ministry of Science, Technology Honoured "Star College"

Website : www.mjcollege.kces.in, e-mail : mjcollege@kces.in

Phone : 0257-2234281, Fax : 0257-2237363



ANNUAL QUALITY ASSURANCE REPORT

2014-15

INTERNAL QUALITY ASSURANCE CELL
(I.Q.A.C.)

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

AQAR for the year (for example 2013-14)

2014-2015

Part – A

1. Details of the Institution

1.1 Name of the Institution	:	Khandesh College Education Society's Moolji Jaitha College, Jalgaon
1.2 Address Line 1		Moolji Jaitha College
Address Line 2		Jilha Peth,
City/Town		Jalgaon
State		Maharashtra
Pin Code		425002
Institution e-mail address		mjcollege@kces.in
Contact Nos.		0257-2234281
Name of the Head of the Institution		Dr. U. D. Kulkarni
Tel. No. with STD Code		0257-2234281
Mobile		9850118166
Name of the IQAC Co-ordinator		Dr. K. G. Khadse
Mobile		9420787362
IQAC e-mail address		iqac.mjc@gmail.com
1.3 NAAC Track ID (For ex. MHCOGN 18879)		15443
1.4 NAAC Executive Committee No. & Date (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner-bottom of your institution's Accreditation Certificate)		EC/61/RAR/36 dated 15-09-2012
1.5 Website address		www.mjcollege.kces.in
Web-link of the AQAR For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc		http://www.mjcollege.kces.in/IQAC/IQAC_Reports/AQAR%20%2020142015.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	-	2004	08-01-2004 to 07-01-2009
2	2 nd Cycle	A	3.63	2012	15-09-2012 to 14-09-2017

1.7 Date of Establishment of IQAC DD/MM/YYYY

28/09/2004

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2011-12 submitted to NAAC on 15-06-2013
- ii. AQAR 2012-13 submitted to NAAC on 22-11-2013
- iii. AQAR 2013-14 submitted to NAAC on 08-01-2015

1.9 Institutional Status

University State Central Deemed Private
Affiliated College Yes No
Constituent College Yes No
Autonomous college of UGC Yes No
Regulatory Agency approved Yes No
Institution
(eg. AICTE, BCI, MCI, PCI, NCI)
Type of Institution Co-education Men Women
Urban Rural Tribal
Financial Status Grant-in-aid UGC 2(f) UGC 12B
Grant-in-aid + Self Financing
Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law
PEI (PhysEdu) TEI (Edu)
Engineering Health Science Management

Others (specify)

: --

1.11 Name of the Affiliating University (for the Colleges)

: North Maharashtra University, Jalgaon

1.12 Special status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="checkbox"/>		
University with Potential for Excellence	<input type="checkbox"/>	UGC-CPE	<input type="checkbox"/>
DST Star Scheme	<input checked="" type="checkbox"/>	UGC-CE	<input checked="" type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other (Specify)	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	:	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	:	<input type="text" value="1"/>
2.3 No. of students		<input type="text" value="-"/>
2.4 No. of Management representatives		<input type="text" value="1"/>
2.5 No. of Alumni		<input type="text" value="9"/>
2.6 No. of any other stakeholder and community representatives		<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists		<input type="text" value="1"/>
2.8 No. of other External Experts		<input type="text" value="1"/>
2.9 Total No. of members		<input type="text" value="13"/>
2.10 No. of IQAC meetings held		<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders	No.	<input type="text" value="06"/>			
Faculty	<input type="text" value="04"/>	Non Teaching Staff	<input type="text" value="02"/>	Students	<input type="text" value="---"/>
Alumni	<input type="text" value="--"/>	Others	<input type="text" value="--"/>		

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Organization of interactive session for faculty on Quality Improvement in Academic Activities with respect to NAAC by Ex Vice-Chancellor of the Swami Ramanand Teerth Marathwada University.
- Conduction of SWOT analysis.
- Strengthening of the research culture through publications, research projects and organising national conferences.
- Participation of IQAC team members in various state/national level quality related conferences.
- Motivation to organise Faculty Development Programmes on various themes to enhance teaching and research quality.
- Presentation of research paper in national level seminar on “Quality Improvement in Higher Education through Best Practices”. Preparation of minor research project proposal on Quality Enhancement in Higher Education Institutions through Statistical Thinking

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Strengthening of Science, Commerce and Language Laboratories	1. Strengthened Science laboratories by purchasing sophisticated equipment
2. Upgradation of ICT infrastructure	2. Upgraded ICT infrastructure
3. Enrichment of Library Learning Resources	3. Organised the National Level Conferences RACBS 2015 and AMBI 2015 focusing the student researchers
4. Organization of Faculty Development Programme for Quality Enhancement	4. Organised Induction Training Programme for New Incumbents and Workshop on Statistical Techniques
5. ISO 9001:2008 certification continuation through standardisation and continuous quality improvement of academic and administrative processes	5. Organization of interactive session for faculty on “Quality Improvement in Academic Activities” with respect to NAAC by Ex Vice-Chancellor
6. Motivation to faculty to submit major and minor research projects	6. Organised Orientation Programme of the University of Pune on the theme “Quality Assurance – A Benchmark in Higher Education” during 11 th Feb-10 th March 2015
7. Establishment of Advance Research Facilities	7. Organised National level Conference on “Recent Trends in Applied Sciences” during 30-31 Jan 2015
8. Capacity Building for Interdisciplinary Research	

* Attach the Academic Calendar of the year as Annexure. Annexure I

2.15 Whether the AQAR was placed in statutory body Yes No

Management

Syndicate

Any other body

Provide the details of the action taken

Annual Quality Assurance Report (AQAR) 2014-15 discussed in Management meeting and approved for submission to NAAC office, Bengaluru.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	14	-	-	-
PG	26	-	17	6
UG	36	-	15	8
PG Diploma	-	-	-	-
Advanced Diploma	2	1	02	02
Diploma	10	-	10	10
Certificate	40	11	40	40
Others	-	-	-	-
Total	128	12	84	66

Interdisciplinary	5	-	4	3
Innovative	11	11	11	5

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

The College offers academic flexibility through maximum options and combinations of courses. The College is also a recognized study centre of Yashwantrao Chavan Maharashtra Open University, Nashik.

For details please refer **Annexure IV**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	62
Trimester	-
Annual	52
Other	14

1.3 **Feedback from stakeholders*** Alumni Parents Employers Students
(On all aspects)

Mode of feedback Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure.*

For details please refer **Annexure II**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- For all the programmes affiliated to university, syllabus revision cycle is of three years.
- UGC model curriculum, society needs, feedback from all stakeholders, changing national and global trends are the key factors for revision.
- Project work is made compulsory in most of the programmes syllabus.
- The syllabi of the add-on courses are revised at regular intervals.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
83	32	44	5	2

2.2 No. of permanent faculty with Ph.D.

38

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	32	0	0	5	0	0	0	5	32

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

110

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	12	66	26
Presented papers	33	74	8
Resource Persons	-	7	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Interactive lecture method is used to encourage students to express themselves and consolidate their understanding of the topic taught.
- The college is making all out efforts for the increased use of modern ICT based teaching tools such as interactive boards, audio-visual aids and internet in teaching-learning processes.
- The college has established a state-of-the-art facility – ‘Soham Knowledge Centre’ where documentary films based on various topics are screened for the students.
- A special scheme titled ‘Research Promotion Scheme for the Students’ for vocational research projects is in practice.
- The College offers a number of add-on courses in various subjects enabling students to acquire vocational skills.

2.7 Total No. of actual teaching days during this academic year

206

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The college has played a lead role through active participation of its faculty members in different academic bodies/authorities of the university in the process of reforms. Each year, the college constitutes a special examination committee to ensure effective implementation of all activities related to internal and external examinations and assessments.

Examination/ Evaluation Reforms initiated by the affiliating University during 2014-15 are as follows:

- Implementation of following 40 internal marks distribution system from AY 2015-16:
 - Test 1 – 10 Marks
 - Test 2 – 10 Marks
 - Attendance and behaviour – 10 Marks
 - Seminar/GD/Home Assignment/Tutorial – 10 Marks
- Implementation of 60:40 patterns from AY 2015-16 with 20% multiple choice questions in term end examinations.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/ Curriculum Development workshop

22	8	50
----	---	----

2.10 Average percentage of attendance of students

78

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division		
		Percentage of students passed with 70% and above	Percentage of students passed with above 55% and below 70%	Percentage of students passed with above 40% and below 55%
B.Sc.	373	55.22	17.42	6.16
M.Sc.	170	31.17	15.29	0.00
B.A.	220	39.54	29.54	6.81
M.A.	361	37.11	25.76	8.03
B.Com.	335	39.70	29.85	30.45
M.Com	136	66.91	27.20	5.89
B.C.A.	88	52.27	-	47.73
B.B.A.	37	67.57	18.92	13.51
B.F.A.	6	16.67	66.66	16.67
M.F.A.	13	15.39	61.54	23.07

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC sets broad objectives and plans at the beginning of an academic year. These include various activities including quality enhancement in academic processes. Besides NAAC accreditation, the college has also been awarded ISO 9001:2008 certification. As a part of continuation of ISO 9001:2008 certification, periodic department wise academic internal audits are conducted by specially trained auditor-teachers and by lead auditors of ISO Certification Agency, Pune. Finally review meeting is conducted to evaluate the functioning in view to improve academic processes capability.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	15
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	4
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	29	23	-	20
Technical Staff	38	17	-	30

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Encourages the teachers to undertake Major/Minor research projects. A special research promotion committee has been established to facilitate and coordinate such initiatives.
- Special efforts have been taken to develop ideal research infrastructure in the form of state-of-the-art laboratories, advanced equipment, modern ICT gadgets, access to electronic learning material, etc.
- Organising lectures of experts on various research areas and advanced topics
- Organising visits to research institutions

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	5	-	1
Outlay in Rs. Lakhs	-	9.68	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	18	3	1
Outlay in Rs. Lakhs	4.4	6.49	4.15	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	35	4	-
Non-Peer Review Journals	27	16	23
e-Journals	16	1	-
Conference proceedings	7	15	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received (in Rs. Lakhs) from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (in Rs. Lakhs)	Received (in Rs. Lakhs)
Major projects	-	-	-	-
Minor Projects	2	UGC RGSTC, NMU VCRMS, NMU	21.45	11.75
Interdisciplinary Projects	-	-	-	-
Industry sponsored	2	Krishna Pectin, Jalgaon	1.0	0.25
Projects sponsored by the University/ College	2	VCRMS, NMU, Jalgaon	1.40	1.05
Students research projects (other than compulsory by the University)	6 months	M J College DBT Star College	1.58	1.58
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

Level	International	National	State
	Number	-	8
Sponsoring agencies	-	Maharashtra Rajya Hindi Sahitya Akadami, Mumbai NMU M J College	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	1
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
9	2	2	3	-	-	2

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="3"/>
National level	<input type="text" value="18"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="4"/>	NSS	<input type="text" value="15"/>
		Any other	<input type="text" value="-"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Contribution of various staff members as a Presiding Officer or Polling Officers to Vidhansabha Election 2015.
- Celebration of Sanskrit Week with number of activities
- Organisation of Yoga Awareness Programme in various Social and Educational Societies.
- Organisation of Blood Group Detection Camps
- Organization of Awareness Program regarding Biodiversity Conservation through Poster Competition Exhibition on the occasion of World Wildlife Week
- Participation of NCC and NSS Unit in Swachh Bharat Abhiyan
- Organization of Blood Donation camp
- NCC Students' participation as volunteers in Pulse Polio Abhiyan
- Participation in Tree Plantation Program
- Organization of AIDS Awareness Program
- Organization of Environmental Awareness Program
- Organization of Road Safety Awareness Rally
- Participation in Survey to count out-of-school kids

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	26 Acre	-	-	26 Acre
Class rooms	62	-	-	62
Laboratories	36	-	-	36
Seminar Halls	03	-	-	03
No. of important equipments purchased (1-0 lakh) during the current year.	34	34 (Purchased during year)	UGC and DBT	68
Value of the equipment purchased (1-0 lakh) during the year (Rs. in Lakhs)	-	63.98	UGC and DBT	63.98
Others	-	-	-	-

4.2 Computerization of administration and library

Conscious efforts have been taken by the college for office automation and computerization of administrative systems, including adoption of SOUL library software, MKCL digital college software and in-house development of need based administrative software for admission, scholarship and finance functions.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books& Reference Books	142208	12673061	3072	758937	145280	13431998
e-Books	78000	5000	19000	-	97000	5000
Journals	120	-	-	-	120	132173
e-Journals	4000	5000	1700	-	5700	5000
Digital Database	---	-	-	-	-	-
CD & Video	814	80091	20	5012	824	85103
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	593	13	20 MBPS – 01, 2 MBPS – 01, 2 MBPS – 01	03 – Internet Cafe	EMDC - 01	02	--	--
Added	31	--	--	--	--	--	--	--
Total	624	13	20 MBPS – 01, 2 MBPS – 01, 2 MBPS – 01	03 – Internet Cafe	EMDC - 01	02	--	--

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1) Workshop on SPSS Software:-

This workshop was organised on 25th April 2015 for the Faculty members for Development and Quality Enhancement. Twenty five faculty members had participated in the workshop for the adequate training of Statistical Techniques using SPSS software.

2) Training Session on K-YAN

One technical session regarding handling and use of K-YAN, was being organised on 23rd Feb 2015 in the tune of the teaching quality enhancement using teaching Aid K-YAN, which is all about providing all the tools to the teacher a PC, high definition Projector and DVD player in a single unit. Twenty five faculty members were participated in the training session.

4.6 Amount spent on maintenance in lakhs :

i) ICT & Equipment	4.27
ii) Campus Infrastructure and facilities	9.19
iii) Others (Furniture)	2.08
Total :	15.54

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Prospectus consists of detailed information about the student support services.
- New entrants students get additional information in the inaugural address by the principal and vice principals at the beginning of each academic year regarding Student Support Services.
- Student Welfare Centre supports the students in participating and organising various activities and events.

5.2 Efforts made by the institution for tracking the progression

- The college has a structured mechanism to identify slow and advanced learners with the objective of proper monitoring of such students.
- At the departmental level, examination results are analysed and evaluated. Its interpretation is then used for enhancing quality of teaching.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3710	1481	111	277

(b) No. of students outside the state

-

(c) No. of international students

-

Number of UG and PG Students sex wise

No	%
3171	61

Men

No	%
2020	39

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2798	400	327	2173	10	5708	1300	446	347	3091	7	5191

Demand ratio

Applied: 2767

Dropout % 9%

Admitted: 2372

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- A full-fledged Competitive Examinations Guidance Centre with a separate library and reading room has been facilitating students in preparation for different examinations. Need based exhaustive courses for various competitive examinations have been framed and conducted throughout the year.
- The college conducts Graduate Excellence Examination (GEE) for the preparation of competitive examination such as MPSC, UPSC etc.

- No. of students beneficiaries

419

5.5 No. of students qualified in these examinations

NET	23	SET/SLET	18	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	45

5.6 Details of student counselling and career guidance

Career guidance and counselling centre of college ‘Manasrang Counseling Center’ provides counselling to students and community regarding family problems, personal problems, stress management, career guidance etc. Also the teaching faculty offers personal and career guidance to the students from time to time through formal and informal modes.

No. of students benefitted

649

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	27

5.8 Details of gender sensitization programmes

A specially constituted committee titled ‘Yuvati Sabha’ organizes several gender sensitizing programmes such as Anti-dowry Campaign, Campaign against Foeticide of Female Child every year. The committee also conducts regular awareness generation programmes on Health and Hygiene for Female Students, where doctor consultation is also a part of the programme. The Yuvati Sabha also offers personal counselling to the students whenever required.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/University level National level International

Cultural: State/ University level National level International

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	3299	15576453
Financial support from other sources (Earn and Learn Scheme)	62	91110
Number of students who received International/ National recognitions	-	-
Bus/Rail Pass Aid Scheme : Arts faculty (Fund raised by Arts faculty teachers)	67	45720

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Cleanliness and drinking water

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

“To be a pre-eminent educational institution that prepares students from diverse backgrounds for productive careers by providing them with student-centered, practically focused quality learning experience”

Mission

“To graduate well educated students who are prepared to meet the challenges of a rapidly changing, increasingly complex world”

For this, our unflinching beliefs are:-

- Education in real sense is an on-going process of development
- The content of education is not just a body of knowledge, but also a cluster of attitudes, feelings, perceptions, insights, abilities and skills
- Since the students come from socially and economically diverse fields, there is a need of directing them to adopt suitable approach, positive attitudes, analytical aptitudes and eternal values
- Knowledge, as far as, education is concerned, is a means to this end and not an end in itself. We believe in this philosophy and accordingly, we consider the curricula as a tool or a platform for the distinct development of a student
- Nothing good enters into the human world except in and through the free activity of the individual men and women and educational practice must be shaped to accord with this truth.

6.2 Does the Institution has a management Information System

Yes. The college has evolved its own Management Information System on academic and administrative aspects, which plays vital role in the process of scientific decision making.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college has a well pronounced goal of ‘internationalization of the curriculum that will yield exciting opportunities for research and instruction’. Keeping this goal in view, the college has introduced several career oriented programmes in emerging fields.

6.3.2 Teaching and Learning

Having recognized the importance of ICT tools and techniques in the process of effective teaching- learning, the institution has drawn a strategic plan:

- To build, expand and update ICT infrastructure in the campus.
- To train the faculty members for making them ICT enabled.
- To motivate teachers use modern teaching aids based on ICT and day by day enhance the proportion of ICT based teaching.
- To motivate the students use ICT infrastructure and tools for effective learning experiences.

6.3.3 Examination and Evaluation

Each year, the college constitutes a special examination committee to ensure effective implementation of all activities related to internal and external examinations and assessments.

6.3.4 Research and Development

- Established dedicated research laboratories to strengthen research capabilities
- Centralized facility with advanced and sophisticated instruments has been established.
- ICT facilities strengthened by procuring advance software and hardware.
- National conferences organized as recurring annual events for enhancement of research culture.
- Introduced Research Promotion Scheme for students to promote research attitude.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- SOUL 2.0 software is used in most of the activities of the library.
- The college is also a subscriber of N-LIST facility of INFLIBNET through which about e-journals and e-books are made available to the faculty members, researchers and senior PG students.
- The college library provides Web-OPAC based book searching.
- ICT facilities Strengthened by procuring advance software and hardware.
- To keep pace with multidimensional growth of the college, the infrastructure has been augmented in a phased manner.

6.3.6 Human Resource Management

- The management firmly believes in participative decision-making and functioning. Conscious efforts have been taken by the management for the involvement of all elements of the system in institutional process.
- Numbers of committees are formed every year for various functions and activities in the college. The members in various committees are rotated every year so that the involvement of staff in various activities increases. The active staff members are encouraged to play lead roles in various, functions / activities / events. Good blend of senior and junior staff members formed in the committees, with the objective of experience sharing and team building, helps in successful completion of task.
- The teaching and non teaching staff members are deputed to participate in various training programmes in order to upgrade themselves. The college conducts an induction programme for the new recruits.

6.3.7 Faculty and Staff recruitment

The recruitment of the teachers in the College is done strictly on merit, as per the rules, regulations and norms of the U.G.C., Government of Maharashtra and North Maharashtra University, Jalgaon. The Reservation policy is strictly followed.

6.3.8 Industry Interaction / Collaboration

- The college has initiated various collaborative activities with different academic / research institutions and industries, few linkages were established.
- The Management has established a multidisciplinary research wing of the college by the name 'JalaSRI' – Watershed Surveillance Research Institute. Through this wing a number of multidisciplinary research projects have been undertaken in collaboration with national/international agencies.
- Industry interaction through Animal House

6.3.9 Admission of Students

- Admissions to the various programmes are made strictly on the basis of merit. For select postgraduate programmes in the faculty of Science, centralized admission process of the university is followed.
- During the admission process, the faculty and experts provide help, support and advice to the students regarding various programme options available to them.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated Rs. 29,60,000/-**6.6 Whether annual financial audit has been done** Yes No **6.7 Whether Academic and Administrative Audit (AAA) has been done?**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO Certification Agency – Det Noske Veritas (DNV), Pune	Yes	ISO 9001:2008 Audit Committee
Administrative	Yes		Yes	

6.8 Does the University/ Autonomous College declares results within 30 days?For UG Programmes Yes No For PG Programmes Yes No **6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?**

- The appointment of Examiners, Paper Setters, Moderators, Practical Examiners, Flying Squads, Senior Supervisors etc. are made through online mode.
- Implementation of 60:40 pattern with MCQ based term end examinations.
- Online distribution of Question Papers for Pharmacy, Engineering, Education, Law and Management (PG) Faculties examination.
- All the reports related with examination are made online.

6.10 What efforts are made by the University to promote autonomy in the affiliated/ constituent colleges?

- The academic and administrative leadership of the University encourages its affiliated colleges/institutions to take autonomous status.
- The college has resolved to seek autonomous status and initiated the formal process for the same.

6.11 Activities and support from the Alumni Association

- The department-wise alumni associations have been constituted. The alumni associations have organized various activities like guest lectures by prominent alumni, alumni meets etc.
- The alumni extended their help in employment of the students and support in the various projects and activities.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association have been not constituted. The Parent-Teachers meetings at the departmental level are organised.

6.13 Development programmes for support staff

The college organizes need based training programmes for support staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The Environmental Science Department organises Ozone Day every year to spread awareness regarding Global Warming and other environmental issues.
- Healthy environment in the campus is conducive for the effective learning. Hence, the College has taken initiative to develop the pollution free green campus, which will result into enriched plant biodiversity under College of Excellence scheme.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Organization of various student centric short term event such as Literary Quiz for PG Students by dept. of Marathi, Essay writing competition by Chemistry department has strengthen the learning activity of students.
- Use of statistical software such as MINITAB, R for teaching as well as research in various departments.
- Origination of thematic celebration in various departments such as Botany, Environment, Biochemistry, Yoga, Hindi, Sanskrit etc. has helped to strengthen the students and faculty interactions.
- Department of Drama has utilized Audio-Video and ICT techniques for teaching Dramas, Films, Documentary, Short Films, etc.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Initiation of establishment of Advance Research Facilities in commerce and expansion of central instrumentation facility in science
- Commencement of construction of Swimming Pool, Auditorium, Shooting Range to strengthen the sports infrastructure
- Strengthening of Health Awareness through support of department of Yoga in Bal Nirikshan Gruha, Aashadeep Mahila Sudhar Gruha, Central Jail and various Schools. The International Day of Yoga was also celebrated to promote yoga.
- Organised the National Level Conferences RAAB, AMBI and National level conference on Recent Trends in Applied Sciences focusing the student researchers
- Organised IMPACT: National level software competition
- Organised MAESTRO: State level competition for the students of Commerce and Management
- Organised National Seminar on Translation “ Anuvad : vartman pariprekshya main” by department of Hindi
- Organized study tours to justify the curricula with practical and applied approach by various departments
- Organized Training Program on Advance Instrumentation and Statistical Techniques
- Department of Chemistry conducted “Chemistry Talent Search Examination” for UG where 438 students from 14 colleges affiliated to 4 different universities have appeared for the examination
- Promotes the students participation in cultural events such as Yuvarang and organizes various other events such as samarpan sohala, yoggeet sangit rajni

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study

- Budding Researchers Scheme for the UG and PG students was continued from the budget of the KCE Society
- Conduction of periodical audits as per ISO 9001:2008 to improve teaching and learning standards.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii). Annex. III*

7.4 Contribution to environmental awareness / protection

- On the occasion of World Ozone Day, 16th September the College organized an environmental awareness lecture.
- Department of Environmental Science organised poster Competition on the occasion of “World Wildlife Week 2014”.
- College has taken initiative to develop the pollution free green campus.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths:

- ‘A’ Grade College with CGPA of 3.63
- Honoured by UGC as 'College of Excellence'
- Lead College in the region and Visionary Management
- Academic programmes like B. A. in Music, Drama, Yoga, Bachelor and Masters of Fine Arts
- Palpable research culture in various departments which reflects through publications, participation in conferences, research projects etc.

Weaknesses:

- Limited Consultancy Services.
- Research limited to some departments.

Challenges:

- Placement opportunities must be enhanced.
- Seeking autonomous status

Opportunities:

- Expansion of ICT based knowledge management
- Collaboration and exchange programmes with national and international institutions

8. Plans of institution for next year

- Completion of Smart Classrooms for teaching using ICT
- Organization of National level conferences and National level software competition cum exhibition IMPACT
- Enrichment of Infrastructure and Library Learning Resources
- Completion of Educational Media Development Centre (EMDC)
- Organization of Faculty Development Programs on various themes for Quality Enhancement
- Capacity Building for Interdisciplinary Research
- Awareness Campaign for Water and Watershed Management
- Development of Green Campus
- Opting for Autonomy
- Completion of Swimming Pool, Auditorium, Shooting Range
- Department of yoga has plans for expanding the horizons through guest lectures, fitness workshops, Pranayam shibir and other competitions
- Encourage the faculty members for research through publications, participation in conferences, research projects, and doctoral studies.

Name Dr. K. G. Khadse

Name Dr. U D Kulkarni

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Annexure-I
KCE Society's

MOOLJI JAITHA COLLEGE, JALGAON

Academic Calendar, 2014-15

Month	Week	Activities
May	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Summer Vacation • University Paper Assessment • Admission committee meeting • Printing of Brochures and Prospectus
June	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Counselling for students faculty wise • Admission process for UG • Term meeting • Preparation of time tables of all departments in third week • Preparation of workload • Dead stock verification
July	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Organizing departmental meetings • Holding welcome functions for students • Principal address for FY students • Admission for PG Classes • Selection of earn and learn students • Selection of NSS/NCC students
August	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Beginning of PG classes • Study tour by Department of Zoology • Celebration of Sanskrit Day by Department of Sanskrit • Independence Day celebration on 15th Aug. • Spoken English course • Students Council Elections
September	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Teachers Day Function on Sept. 5 • Health check-up for all students • Internal exams held by all departments in the last week • Ozone Day Celebration by Department of Environment Studies • State Level Competition BIOINNOVO-2014 to be organized by Department of Microbiology • Seminars and guest lectures to be held by various departments
October	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Gandhi Jayanti Celebration of October, 2 • Wildlife Week celebration by Department of Environmental Studies • 1st Term examination to be held by University • Alumni Meet / Parent's Meet • Term end meeting
November	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Diwali Vacations • Faculty Development Programme • Departmental Meetings for Commencement of Second Term • Preparation of Time Table
December	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • University Paper Assessment • Study Tour, Industrial Visits and excursions of various departments • Planning of organization of Conferences • NCC/NSS Winter Camp

Month	Week	Activities
January	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • Study Tour, Industrial Visits and excursions of various departments • Organization of National Level Conference AMBI 2015 • Annual College Gathering CHAITANYA • Organization of National Level Conference RACBS 2015 • Blood Donation Camp • Annual Prize Distribution
February	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • National Level Competition IMPACT 2015 to be organized by Department of Computer Science • Internal exams in the second week by all departments • Seminars and guest lectures to be organized by all departments
March	1 st Week 2 nd Week 3 rd Week 4 th Week	<ul style="list-style-type: none"> • State Level Competition MAESTRO to be organized by Department of Commerce and Management • Practical examination begin • Farewell party to Final Year students • University Examination begin
April		<ul style="list-style-type: none"> • University Examinations (Theory and Practicals) • Planning Committee meeting for next academic year • Assignment of work load and advertisement for new posts • Meeting on College Magazine AJINTHA

Annexure-II

Analysis of feedback from stakeholders and its use in Curricular Design and Development

It is the practice of the college to obtain feedback on curriculum from students, alumni, parents, employers/industries, academic peers and community.

- Feedback is obtained from the final year students through feedback forms. The feedback is also received from meetings of students' council and farewell functions, where the teachers interact more closely with the students. Students also provide their feedback through suggestion boxes located in various places in the college campus.
- Alumni meetings are conducted mostly at department levels where occasionally feedback on curriculum is obtained.
- The feedback from the parents is obtained through personal interaction.
- The college has linkage with the neighbourhood industries and through personal interaction the feedback is obtained.
- Academic peers are invited by the college for various academic programmes such as conferences and seminars, competitions, guest lectures and the issues concerning curriculum are discussed with them and feedback is obtained.
- While conducting various social activities, the curriculum issues are discussed with the Community Representatives, NGOs, Local Authorities, and Municipal Corporations, social workers, and professionals.

The SWOT analysis of curriculum is done through feedback received from the stakeholders. The College always has had the privilege of greater representation of its faculty members in different academic bodies and committees of university like Board of Studies, Faculty, Academic Council, Senate and Management Council. The active participation of these teachers, and the feedback from stakeholders, academic peers and experts, has always contributed in updating the syllabi. It is worth mentioning that, the faculty members of the college continue to be active idea generators, trendsetters and coordinators in the introduction of new programmes, courses and restructuring of existing courses under North Maharashtra University (NMU).

It is only because of the initiative of the college, that special courses like Geo-informatics, Fine Arts, Dramatics, Music, Yogic Science, B.C.A. and B.Sc. in Environmental Science have been framed and launched in university jurisdiction.

Annexure III

BEST PRACTICE: 01

- **Title:** Budding Researchers Scheme
- **Goal:** The goal of this practice is to acquaint the students of undergraduate and postgraduate courses with the fundamentals of research and to inculcate research methods, ethics, and culture in them by motivating them to undertake small research projects under the supervision of their respective teachers. The aim of the practice is to make students realize that research is not a far removed field where only privileged and so called talented people. It is there in an average student also. The need is to identify, unleash, and cultivate that potential that is hidden in a common student.
- **Context:**

It has been observed over the years that Indian higher education has detached itself from research. Research has been no more integral part of educational courses and they have become more job/skills oriented. As a result there has been decline in interest and motivation in research. There are various schemes floated by UGC and other agencies for teachers for undertaking research projects. But there seems to be no schemes that will inspire the students to opt for research while taking education. It became a dire necessity to connect students to research so that they are given opportunities to explore their research potential while they are completing their formal education.
- **Practice:**
 - The scheme is floated in the beginning of an academic year by means of notices and motivational meetings with students.
 - The students with research interest are identified and guided to prepare detailed research proposals in a prescribed format. Students work groups of 2 or 3.
 - The innovation and feasibility of research proposal is scrutinized by a committee of teachers.
 - The decision of sanction, reworking, or rejection of proposal is conveyed to the students.
 - The Research projects are undertaken by interested students under supervision of respective teachers.
 - Students are provided research assistance to meet the expenses of the research projects. The students are provided Rs. 3000/- as one time research assistance.
 - The students are given a period of 90 days to complete their projects.

- After completion of the project the students are asked to make presentations.
- The presentations are evaluated by senior faculty from North Maharashtra University and affiliated colleges.
- The best performers are felicitated by giving cash prizes.
- The research papers based on their projects are published in a separate e-volume as “Compendium of Research Articles by Budding Researchers” with an ISSN annually.
- Non-availability of sufficient funds and lack of time and motivation are the significant constraints of the scheme.
- **Evidence of Success:**
194 students of Arts, Commerce & Science faculty from 21 departments completed 79 research projects under the guidance of 58 supervisors in 2014-15. All their projects and presentations were evaluated by senior faculty from North Maharashtra University and from affiliated colleges. The best performers were felicitated by giving cash prizes. The research papers based on their projects were published in a separate e-volume as “Compendium of Research Articles by Budding Researchers – Vol. 6”.
- **Problems encountered and resources required:**
There were two significant hurdles in successful implementation of the scheme. The first hurdle was non availability of funds required to meet the expenses of the research projects. Initially UGC provided some assistance under CPE but later on the college has been making provision for continuation of the scheme. The second hurdle is lack of motivation and time. However, the college has successfully overcome these hurdles with rigorous, constant, and patient efforts in this regard.

BEST PRACTICE: 02

- **Title:** Conduction of periodical audits as per ISO 9001:2008 to improve teaching and learning standards
- **Goal:** The goal of this activity is to establish, document, implement, maintain a quality management system for teaching, learning and allied process and continually improve its effectiveness in accordance with the requirements of International Standard ISO 9001:2008.
- **Context:** Periodical audits as per ISO 9001:2008 ensure that they meet the needs of teaching and learning requirement of students and other stakeholders while meeting statutory and regulatory requirements related to a process. The quality Management system is documented with a view to make the various aspects to be understood clearly and completely by all concerned. Our intention is to prepare documentation user friendly and access to documentation is ensured for concerned people in the organization.

- **Practice:**

All documents are controlled as per the process for control of documents

 - Planning the Audit Schedule- usually a yearly schedule is prepared
 - Planning the Process Audit to confirm with the process owners when the audit will take place.
 - Conducting the Audit through reviewing records, talking to employees, analysing key process data or even observing the process in action. The focus of this activity is to gather evidence that the process is functioning as planned in the QMS, and is effective in producing the required results. One of the most valuable things that an auditor can do for a process owner is not only to identify areas that do not have evidence that they are functioning properly, but also to point out areas of a process that may function better if changes are made.
 - Reporting on the Audit. A closing meeting with the process owner is a necessity to ensure that the flow of information is not delayed. The process owner will want to know if there are any areas of weakness that need to be addressed, but will also be interested in knowing if any areas exist that might be improved. This should be followed with a written record as soon as possible to provide the information in a more permanent format to enable follow-up of the information. By identifying not only the non-conforming areas of the process, but also the positive areas and potential improvement areas, the process owner will get a better value from the Internal Audit, which will allow for process improvements.
 - Follow-up on Issues or Improvements Found. As with many areas of the standard, follow-up is a critical step. If problems have been found and corrective actions taken, making sure that the problem is actually fixed is a key part of fixing it. If improvement projects have been completed from opportunities identified in the audit, then seeing how much the process has improved is a great motivator for future improvements.

- **Evidence of Success:** Periodical audits for ISO 9001:2008 certifications has successfully implemented since year 2010. Presently, two audit cycles has been completed with yearly 2 internal and 1 external audits and the college has been re-certified as an ISO institution. It has serve as an efficient management process tool for the college. It has sets out areas of responsibility across the organisation and communicated a positive message to teaching and administration. It has identified and encouraged more efficient and time saving processes along with highlighting the deficiencies. The most important benefit of the audit is that, it has provides continuous assessment and improvement.

- **Problems encountered and resources required:**

Initially, faculty has complained about time and paperwork required for audit process. It has also increased bureaucratic processes. It also raised the issue of trained human resource. The adequate training sessions has resolved the issues in subsequent audits.

Annexure IV

Academic flexibility

a. Core options:

Faculty of Science:

- F.Y.B.Sc.: The student has the option to elect any one compulsory core option of four subjects out of 17 core combinations.
- S.Y.B.Sc.: Freedom to choose any one combination consisting of three compulsory core subjects from among 26 core combinations, with a condition to continue three subjects out of subjects chosen at F. Y. level.
- T.Y.B.Sc.: The student has the option of choosing any one subject as the principal subject out of the three compulsory subjects pursued at S.Y. level.
- M.Sc.: The student has the flexibility to choose any of the branches of the subject pursued at T.Y. level, wherever available. Students from B.Sc. Botany, Zoology, Microbiology, Biochemistry have option to opt M.Sc. Biotechnology.

Faculty of Arts, Fine Arts & Humanities:

- F.Y.B.A.: Environmental Studies and Compulsory English are mandatory subjects.
- F.Y.B.A. & S.Y.B.A.: Compulsory English and General Knowledge are mandatory subjects.
- M.A.: The students have the option of pursuing post-graduation in any subject area, irrespective of the subjects chosen at graduate level from any faculty.

Faculty of Commerce and Management:

- F.Y.& S.Y. and T.Y.B.Com.: There are in all seven papers, out of which 4 are compulsory. A number of optional papers offered. Environmental Studies at F.Y. and General Knowledge at S.Y. are compulsory for all Faculties.

b. Elective Options:

Faculty of Science:

- Undergraduate: Elective options are available at all levels in Mathematics. For the students of Physics, elective options are available from SY level. Several options of specialization are available at TY level in some subjects.
- Post Graduate: Several elective options are available in Geography, Zoology, Botany and Mathematics subjects.

Faculty of Arts, Fine Arts and Humanities:

- F.Y.B.A.: The student has the option to choose maximum two languages from five language options and minimum three and maximum four subjects from 10 other subjects.

- S.Y.B.A.& T.Y.B.A.: The student has the option to choose maximum one language from five language options and maximum three subjects from 10 core subjects out of which two are special subjects.
- M.A.: There are a number of options to choose elective papers in post graduate programmes. Their number and year of study, vary from subject to subject.

Faculty of Commerce & Management:

- F.Y.B.Com.: The student has to opt for at least one language among four options, one elective among three options and any one applied component among seven options.
- S.Y. & T.Y.B.Com.: The student has the option to choose one elective among four options and any one applied component among four options. The students may opt for a project report instead of one elective paper.
- S.Y. & T.Y.B.B.A.: The student has the option to choose one elective among three options.
- M.Com.: The student has the liberty to choose one specialization subject among 5 subjects.

c. Add-on courses:

Students of any faculty can pursue most of the add-on courses offered. College offers 52 job/skill oriented Certificate / Diploma / Advanced Diploma. The college provides a number of courses with interdisciplinary approach.